

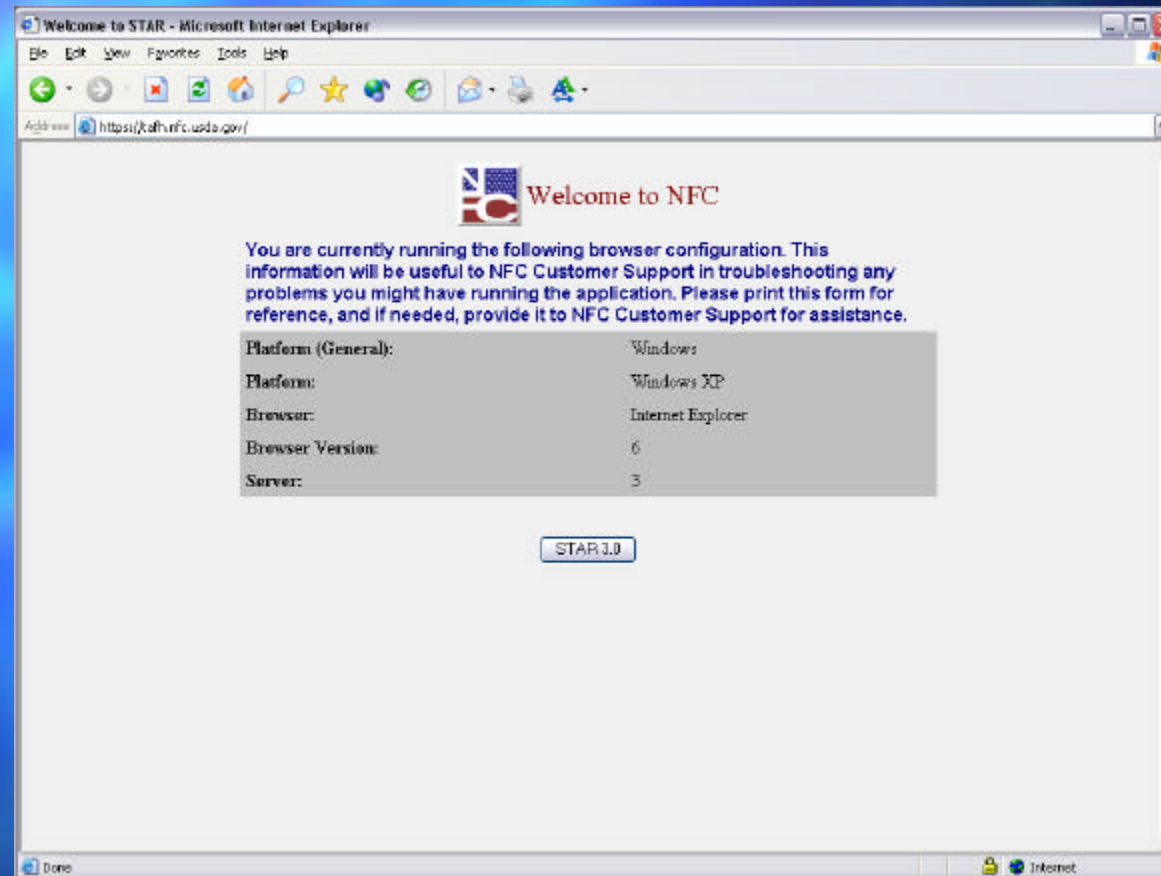


STARweb



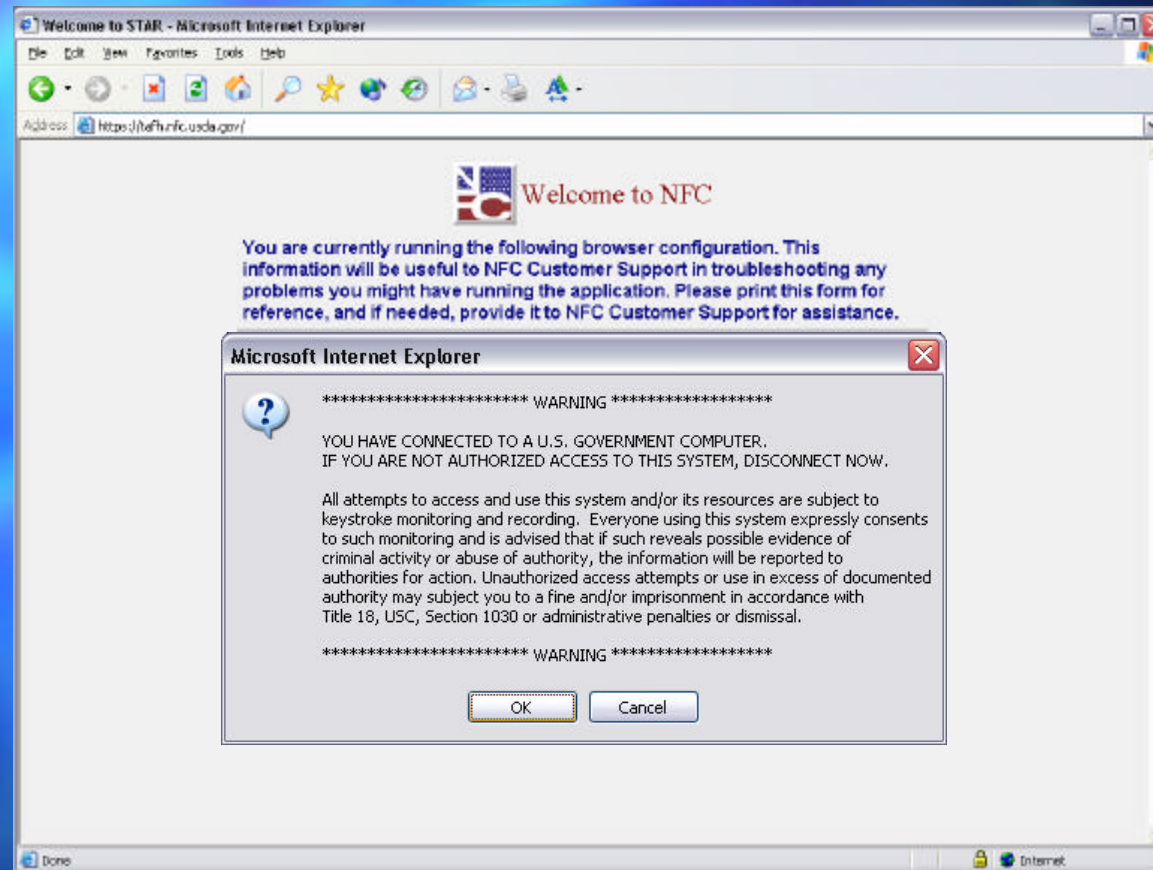
System for Time & Attendance Reporting
USDA - APHIS

Login to STARweb



- STARweb can be accessed through Internet Explorer at <https://tafh.nfc.usda.gov>.
- An NFC ID with STARweb access is required to use STARweb.

Login to STARweb



- When you click on the button to enter STARweb you will need to identify yourself as an authorized user.

STARweb Main Page

Logon

STAR

T&A Maintenance | Post Reports | Timesheet | Contact Point | Team Codes | Pay Period | Leave Type

System for Time and Attendance Reporting

LOGON

Userid
APSTR02

Password
[Masked]

Login
Exit

New Password

Confirm Password

Database
<NONE>

Version: 3.01 - 11/10/2002

- You will logon to STARweb on the Main page with your NFC ID with STARweb access and password.

STARweb Main Page

STAR

TLA Maintenance | Print Reports | Trainnet | Contact Point | Train Codes | Pay Period | Leave Type

System for Time and Attendance Reporting

LOGON

Userid

Password

Login

Exit

New Password

Confirm Password

Database

AGRICULTURE AGENCIES

Version 3.00 - 11/08/2003

Database

- You will know you are logged in to the program when you see “Agriculture Agencies” in the database pull-down.

STARweb User Access

There are four levels of STARweb users:

TK – Timekeeper

- performs T&A functions and establishes, maintains and prints T&A data for assigned employee lists.

TR – Transmitter

- establishes and maintains Job Control Language (JCL) and transmits T&A's to NFC.

AA - Application Administrator

- has access to all contact points for support and maintenance.

SA - System Administrator

- has access to all databases and developer functions (NFC).

APHIS Timekeepers will have **TK** and **TR** access to STARweb and the contact point(s) they have requested for employee T&A access. This access may be added to or deleted from a Timekeeper's ID by sending in a request form to their program's Civilian Pay Technician.

Finding Your Contact Point

The screenshot shows a web-based interface titled "RA2001 Contact Point List - Microsoft Internet Explorer". The main heading is "Contact Point List" in red. Below it are navigation buttons: "Employee List", "Print List", "Transmit", "Close", and a help icon (?).

A sidebar on the left contains a section labeled "Search By" with input fields for:

- Agency
- State
- Town
- Unit
- Timekeeper

A blue button labeled "Search" is located below these fields.

The central area displays a table with five columns: Agency, State, Town, Unit, and Number. A mouse cursor is hovering over the first row's values.

Agency	State	Town	Unit	Number
24	16	0918	07	02
24		0918	17	98

The bottom status bar indicates "Internet" connectivity.

- Timekeepers with multiple T&A Contact Points may need to find the contact point they wish to access by scrolling or using the contact point search feature.
- Click directly on the contact point to select it, then click on the Employee List button to display the employees on that list.

Employee List

RAK001 Employee List - Microsoft Internet Explorer

Employee List

Rollover Leave Account TA List Bi-Weekly TA Import TA Close

Agency: 34 Town: 0910 Units: 07 Timekeepers: 02

Search

Last Name:

<OR>

SSN:

Search

SSN	Last Name	First Name	Middle Name
880-45-7831	CALLAHAN	HORACE	VLADIMIR
524-24-5357	HUMPHREY	HORACE	VLADIMIR
668-05-1886	PONTCHARTRAIN	MARYBEL	EUPHORIA
900-30-8868	RIPLEY	ZACHARY	ZACHARY

Add

Update

Delete

Clear

- New T&A's for employees paid bi-weekly are created by clicking "Rollover" and choosing the new pay period.

Pay Period List

Pay Period List

Number	Begin Date
21	09/10/2003
22	11/02/2003
23	11/16/2003
24	11/30/2003
25	12/14/2003
26	12/28/2003
1	01/11/2004
2	01/05/2004
3	02/08/2004
4	02/22/2004
5	03/07/2004
6	03/21/2004
7	04/04/2004
8	04/18/2004
9	05/02/2004
10	05/16/2004
11	05/30/2004
12	06/13/2004

OK

Cancel

- Choose the pay period to rollover to and create new T&A's.
- Be careful to choose the correct pay period year as more than one may be available.

Moving Employees

The screenshot shows a web application titled "Employee List" running in a Microsoft Internet Explorer browser window. The interface includes a header with navigation buttons: "Rollover", "Leave Account", "TA List", "Bi-Weekly TA", "Import TA", and "Close". Below the header, there are input fields for "Agency: 34", "State: 11", "Town: 0010", "Unit: 07", and "Timekeeper: 02". A search section on the left has a "Last Name:" input field, a "<OR>" button, an "SSN:" input field, and a "Search" button. The main area displays a table with columns "SSN", "Last Name", "First Name", and "Middle Name". The table contains three rows of employee data. To the right of the table are buttons for "Add", "Update", "Delete", and "Clear".

SSN	Last Name	First Name	Middle Name
886-85-7531	CALLAHAN	HORACE	VLADIMIR
524-24-5957	HUMPHREY	HORACE	VLADIMIR
888-85-1886	PONTCHARTRAIN	MARYBEL	EUPHORIA
308-30-0060	RIPLEY	ZACHARY	ZACHARY

- STARweb Application Administrators can move employees from one APHIS contact point to another. Contact your program's Civilian Pay Technician to have employee data moved to your contact point when an employee changes positions within APHIS.

Adding Employees

The screenshot shows a web browser window titled "ECOS Employee Detail - Microsoft Internet Explorer". The page has a header with a logo, the title "Employee Detail", and buttons for "Save", "Close", and a help icon. The form is divided into several sections:

- Employee**: Contains fields for "SSN", "Agency" (dropdown menu), "Last Name", "First", and "Middle".
- Other Info**: Contains fields for "Work Schedule" (dropdown menu, set to "Full Time"), "Pay Plan" (dropdown menu), "Special Type" (dropdown menu), "Tour of Duty" (text field, set to "000"), and a checkbox for "Day Limitation".
- Leave Information**: Contains fields for "Annual Leave Category" (dropdown menu, set to "4"), "Sick Leave Category" (dropdown menu, set to "4"), and "Annual Leave Ceiling" (text field, set to "340.0").
- Contact Point**: Contains a grid of fields for contact information, with values "34", "11", "0010", "07", and "02".

The status bar at the bottom shows "Done" and "Internet".

- Timekeepers can add employees into STARweb that are *new to APHIS. To do this, click the “Add” button on the Employee List page to open the Employee Detail page.

* Do not add employees as new that are already employed by APHIS. Existing employee records should be moved by Application Administrators.

Adding Employees

ECOS Employee Detail - Microsoft Internet Explorer

Employee Detail Save Close ?

Employee

SSN: 500457634 Agency: 34

Last Name: CALLAHAN First: HORACE Middle: VLADIMIR

Other Info

Work Schedule: Full Time

Pay Plan: General Schedule

Special Type:

Tour of Duty: 000

☐ Day Limitation

Leave Information

Annual Leave Category: 8

Sick Leave Category: 4

Annual Leave Ceiling: 340.0

Contact Point

34	11	0010	07	02
----	----	------	----	----

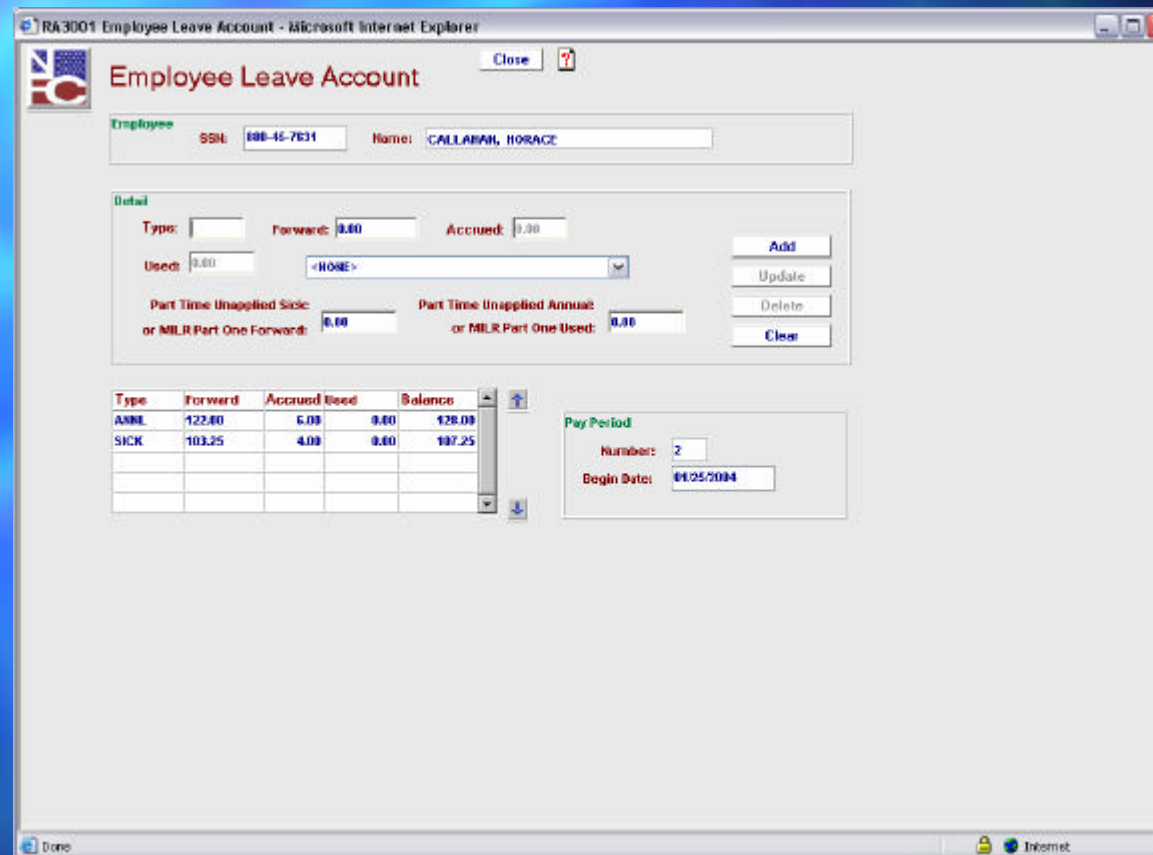
- Enter the SSN, name, work schedule, pay plan, and leave category information.
- Click “Save” to add the employee to the database and “Close” to close the page.

Adding Employees

Number	Begin Date
21	09/10/2003
22	11/02/2003
23	11/16/2003
24	11/30/2003
25	12/14/2003
26	12/28/2003
1	01/11/2004
2	01/25/2004
3	02/08/2004
4	02/22/2004
5	03/07/2004
6	03/21/2004
7	04/04/2004
8	04/18/2004
9	05/02/2004
10	05/16/2004
11	05/30/2004
12	06/13/2004

- On closing the Employee Detail page, the Pay Period List will open prompting you to choose the new employee's first pay period.

Adding Employees



Employee Leave Account

Employee SSN: 000-45-7631 Name: CALLAHAN, HORACE

Detail

Type: Forward: 0.00 Accrued: 0.00
Used: 0.00 <NONE>
Part Time Unapplied Sick or MILR Part One Forward: 0.00 Part Time Unapplied Annual or MILR Part One Used: 0.00

Buttons: Add, Update, Delete, Clear

Type	Forward	Accrued	Used	Balance
ANNUAL	122.00	6.00	0.00	128.00
SICK	103.25	4.00	0.00	107.25

Pay Period
Number: 2
Begin Date: 01/25/2004

- On closing the Pay Period List, the new employee's Leave Account page will open.
- The Timekeeper will add or update leave information here.

Adding Employees

RAK001 Employee List - Microsoft Internet Explorer

Employee List Rollover Leave Account TA List Bi-Weekly TA Import TA Close

Agency: 34 State: 11 Town: 0 Unit: 07 Timekeeper: 02

Search
Last Name:
[Input Field]
<OR>
SSN:
[Input Field]
Search

SSN	Last Name	First Name	Middle Name
888-85-7634	CALLAHAN	HORACE	VLADIMIR
524-24-5957	HUMPHREY	HORACE	VLADIMIR
888-85-1886	PONTCHARTRAIN	MARYBEL	EUPHORIA
308-30-4068	RIPLEY	ZACHARY	ZACHARY

Add
Update
Delete
Clear

- The newly added employee will appear on the employee list.
- To access individual employee T&A records, select the desired employee on the Employee List and click the “TA List” button.

TA List

RA6001 Time and Attendance List - Microsoft Internet Explorer

T & A List Leave Acct Print TA Transmit Close ?

Agency: 34 State: 11 Town: 0010 Unit: 07 Timekeeper: 62

Employee

Find SSN Prev SSN Next SSN Prev Name Next Name

SSN: 809457631 Name: CALLAHAN, HORACE

Pay Period	Pay Period Begin Date	Connection ID	Split ID	Transmit Dt	Status
2	01-25-2004	0	0		New
1	01-11-2004	0	0	03-16-2004	Transmitted
25	12-28-2003	0	0	03-16-2004	Transmitted
25	12-14-2003	0	0	03-16-2004	Transmitted

↑

Add New
Change
Split Selected T&A
Merge
Correct T&A
Delete
Print Selected

↓

- APHIS employee T&A history is available on the TA List page.
- Corrected and Split T&A's are created on this page.
- To create a new T&A for an employee and skip pay periods, click the "Add New" button on this page.

Biweekly T&A

The screenshot shows a web browser window titled "RA8001 Biweekly T and A - Microsoft Internet Explorer". The page has a header with a logo and the title "Biweekly T & A". Below the header, there are tabs for "Emp Detail", "T&A Header", "Leave Act", "Print T&A", "Verify", "Transmit", and "Close". The main content area is divided into sections: "Employee" and "Detail".

Employee Section:

- Find SSN, Next SSN, Prev SSN, Status: New
- SSN: 00000000, AWC: 0, Split: 0, Acctg Code: 1, 02 01/25/2004 02/07/2004
- Next Name, Prev Name, Name: CALLAHAN, HORACE

Detail Section:

- Prefix, TC, Suffix, Week1 Hrs, Week2 Hrs, Accounting, Add, Update, Delete, Clear
- Dollar Amount: 0.00, Validate Amt

Table:

Transaction Code	Description	Week1 Hrs	Week2 Hrs	Accounting
.01-	REGULAR TIME	00.00	32.00	4521001001
.09-	OTHER LEAVE	0.00	8.00	4521001001

Summary:

- 40.00, 40.00, Total Hours: 40.00, Other Hours: 0.00

- The Biweekly T&A page can be accessed from the Employee List page by selecting an employee, then clicking the “Biweekly TA” button.
- This page will open to show the employee’s most recent T&A.

Biweekly T&A

RA8001 Biweekly T and A - Microsoft Internet Explorer

Biweekly T & A Emp Detail T&A Header Leave Acct Print T&A Verify Transmit Close

Agency: 34 State: 41 Town: 0010 Unit: 07 Timekeeper: 02

Employee

Find SSN Next SSN Prev SSN Status: New Begin End

SSN: 000000000 APR: 0 Split: 0 Acct Code: 1 02/01/2004 02/07/2004

Next Name Prev Name Name: CALLAHAN, HORACE

Detail

Prefix TC Suffix Week 1 Hrs Week 2 Hrs Accounting Add

more 0.00 0.00 Update

Dollar Amount: 0.00 Validate Amt Delete

Clear

Transaction Code	Description	Week 1 Hrs	Week 2 Hrs	Accounting
.01-	REGULAR TIME	00.00	00.00	4521001001
.02-	OTHER LEAVE	0.00	0.00	4521001001

00.00 00.00 Total Hours: 00.00 Other Hours: 0.00

- The Timekeeper will report all T&A data for the pay period here.
- The Employee Detail, T&A Header and Leave Account for the employee can be accessed from this page.
- The Timekeeper can verify, print, and transmit from this page.

Employee Detail

The screenshot shows a web browser window titled "ECOS Employee Detail - Microsoft Internet Explorer". The page has a header with the title "Employee Detail" and buttons for "Save", "Close", and a help icon. The form is divided into several sections:

- Employee Information:** Includes fields for SSN (000457634), Agency (34), Last Name (CALLAHAN), First (HORACE), and Middle (VLADIMIR).
- Other Info:** Includes dropdowns for Work Schedule (Full Time), Pay Plan (General Schedule), and Special Type. It also has a field for Tour of Duty (08:00) and a checkbox for Day Limitation.
- Leave Information:** Includes dropdowns for Annual Leave Category (8), Sick Leave Category (4), and a field for Annual Leave Ceiling (340.0).
- Contact Point:** Includes a field for Contact Point (34 11 0010 07 02).

The status bar at the bottom shows "Done" and "Internet".

- Changes can be made to the employee's, name, work schedule, pay plan, and leave category information on the Employee Detail page.
- Tour of duty hours and day limitation are indicated here.

T&A Header

The screenshot shows a web browser window titled "RA7001 Time and Attendance Header - Microsoft Internet Explorer". The form is titled "T & A Header" and contains the following fields and sections:

- Pay Period**: Number: 2, Begin Date: 01/25/2004
- Status**: Error
- Corrected**: ☐ Record: 0
- SPR**: ☐ Parts: 0
- Detail** section:
 - ☐ New Employee ☐ Accrue Leave
 - Final T&A**: NOT FINAL T&A
 - Begin**: Days: 0, Date:
 - End**: Days: 0, Date:
 - AWS**: (B) Variable Week 1, Days Worked: 08, Advance Leave: No advanced leave, Page Shift FEGLI: NORMAL T&A
 - Standby/AVO/Avail Pay**: ☐ Flag, Tot Week: 0, 2nd Week: 0, % Premium: 00, REC Use:
 - Accounting Data Usage Code**: Accounting on each line, Stored Accounting:
 - Remarks**:

Buttons at the bottom: OK, Cancel.

- The T&A Header will give the Timekeeper access to AWS (Alternate Work Schedule), days worked and advanced leave for each T&A.
- You will find choices for accounting usage and areas to indicate if the T&A is for a new employee or a Final T&A.

Employee Leave Account

RA3001 Employee Leave Account - Microsoft Internet Explorer

Employee Leave Account Close

Employee SSN: 000-45-7631 Name: CALLAHAN, HORACE

Detail

Type: Forward: 0.00 Accrued: 0.00
Used: 0.00 <NONE> Add
Update
Delete
Clear

Part Time Unapplied Sick: 0.00 Part Time Unapplied Annual: 0.00
or MILR Part One Forward: or MILR Part One Used:

Type	Forward	Accrued	Used	Balance
ANNUAL	122.00	6.00	0.00	128.00
SICK	103.25	4.00	0.00	107.25

Pay Period
Number: 2
Begin Date: 01/25/2004

- A Timekeeper can update leave balances, PTUA (part time unapplied annual) and PTUS (part time unapplied sick) balances at the Employee Leave Account page.

Employee Leave Account

RA3001 Employee Leave Account - Microsoft Internet Explorer

Employee Leave Account Close

Employee: **SSN:** 000-45-7631 **Name:** CALLAHAN, HORACE

Detail

Type: Forward: 0.00 Accrued: 0.00

Used: 0.00

Part Time Unapplied Sick or MILR Part One Forward

Type **Forward** **Accrued**

ANNUAL	122.80	6
OTHER	0.00	0
SICK	103.25	4

<NONE>

<NONE>

ANNUAL LEAVE
ABSENT WITH OUT LEAVE
COMPENSATORY LEAVE
COMPENSATORY LEAVE - RELIGIOUS
CREDIT LEAVE
DONATED ANNUAL LEAVE
DONATED RESTORED LEAVE
FAMILY FRIENDLY LEAVE --- SICK TYPE
FURLOUGH LEAVE
HOME LEAVE
HURRY LEAVE
LEAVE WITH OUT PAY
MILITARY EMERG
MILITARY REGULAR
OTHER LEAVE
RESTORED LEAVE
SICK LEAVE
SUSPENSE LEAVE
TIME OFF AWARD

Add
Update
Delete
Clear

Start: 2
Date: 01/25/2004

Done Internet

- A drop down menu gives the timekeeper choices of leave types that can be added to the employee's leave account.


Biweekly T&A

The screenshot shows a web application titled "Biweekly T & A" running in a Microsoft Internet Explorer browser. The interface includes a header with navigation tabs: "Emp Detail", "T&A Header", "Leave Acct", "Print T&A", "Verify", "Transmit", and "Close". Below the header, there are input fields for "Agency" (34), "State" (14), "Town" (0010), "Unit" (07), and "Timekeepers" (02). The "Employee" section contains fields for "Find SSN", "Next SSN", "Prior SSN", "Status" (New), "AWS" (0), "Split #", "Acctg Code", and a date range from 01/25/2004 to 02/07/2004. The "Detail" section, highlighted by a blue arrow, includes fields for "Prefix", "TC", "Suffix", "Week1 Hrs" (40.00), "Week 2 Hrs" (32.00), "Accounting" (4521001001), and "Bollar Amount" (0.00). Below these fields is a table with columns: "Transaction Code", "Description", "Week1 Hrs", "Week2 Hrs", and "Accounting". The table contains two rows: one for "REGULAR TIME" with 40.00 hours in Week 1 and 32.00 hours in Week 2, and another for "OTHER LEAVE" with 8.00 hours in Week 1 and 8.00 hours in Week 2. At the bottom, there are summary fields for "Total Hours" (80.00) and "Other Hours" (8.00).

Transaction Code	Description	Week1 Hrs	Week2 Hrs	Accounting
01	REGULAR TIME	40.00	32.00	4521001001
65	OTHER LEAVE	8.00	8.00	4521001001

- A Timekeeper can Add, Update or Delete TC data in the Detail area of the Biweekly T&A page.

Biweekly T&A


Biweekly T & A

Emp Detail | T&A Header | Leave Acct | Print T&A | Verify | Transmitt | Close

Agency: 34 State: 15 Town: 0010 Units: 07 Timekeepers: 02

Employee
 Find SSN | Next SSN | Prev SSN | Status: In Progress # Begin End
 SSN: 000-157621 AWS: 0 Split #: 0 Acctg Code: 02 05/25/2004 02/07/2004
 Next Name | Prev Name | Name: CALLAHAN, HORACE

Detail

Profile	TC	Salfrk	Week1 Hrs	Week 2 Hrs	Accounting
00	more	.00	32.00	4521001001	

 Dollar Amount: 0.00 Validate Amt


Add
 Update
 Delete
 Clear

Transaction Code	Description	Week1 Hrs	Week2 Hrs	Accounting
-01-	REGULAR TIME	40.00	32.00	4521001001

40.00 32.00 Total Hours: 72.00 Other Hours: 0.00

- When a Timekeeper Adds, Updates or Deletes T&A data, the change is reflected in the T&A table.

Biweekly T&A



Biweekly T & A

[Emp Detail](#)
[T&A Header](#)
[Leave Acct](#)
[Print T&A](#)
[Verify](#)
[Transmit](#)
[Close](#)

Agency:
State:
Town:
Unit:
Timekeepers:

[Find SSN](#)
[Next SSN](#)
[Prev SSN](#)

Status:
#

SSN:
AWS:
Split #:
Acctg Code:

[Next Name](#)
[Prev Name](#)
Name:

[Detail](#)

Prefix	TC	Suffix	Week 1 Hrs	Week 2 Hrs	Accounting
<input type="text"/>	<input type="text"/>	<input type="text" value="none"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>

Dollar Amounts:
[Validate Amt](#)

[Add](#)
[Update](#)
[Delete](#)
[Clear](#)

Transaction Code	Description	Week 1 Hrs	Week 2 Hrs	Accounting
-01-	REGULAR TIME	40.00	32.00	4521001001
-65-	OTHER LEAVE	0.00	0.00	4521001001

Total Hours:
Other Hours:

- Click the “Next Name” or “Next SSN” button to access the next employee’s T&A.
- The “More” button in the Detail box will open a search page for transaction codes.

Transaction Code Table

The screenshot shows a web browser window titled "RAL001 Transaction Code Selection List - Microsoft Internet Explorer". The page is titled "Transaction Code Table List" and features a search interface with fields for Prefix, TC, Suffix, Short Desc, and Leave Type, along with a Search button. Below the search fields is a table with the following data:

Prefix	Trans Cd	Suffix	Description
01			REGULAR TIME
01	1		REG TIME (7A-3P)
01	2		REG TIME (3P-MID)
01	3		REG TIME (11P-8A)
01	4		REG TIME (2-MORE SHIFT)
01	9		TRAINING/IRLY LIMIT
04			SUNDAY DIFFERENTIAL
04	1		SUN DIFF (7A-3P)
04	2		SUN DIFF (3P-MID)
04	3		SUN DIFF (11P-8A)
04	4		SUN DIFF (2-MORE SHIFT)

- The Transaction Code Table enables a Timekeeper to search for transaction codes and their description.

Biweekly T&A

Biweekly T & A

Agency: 34 State: 15 Town: 0010 Unit: Timekeepers: 02

Find SSN Next SSN Prev SSN Status: VERIFIED # Begin End

SSN: 000-157621 AWS: 0 SpR #: 0 Acctg Code: 02 01/25/2004 02/07/2004

Next Name Prev Name Name: CALLAHAN, HORACE

Detail

Prefix TC Suffix Week1 Hrs Week2 Hrs Accounting Add Update Delete Clear

0.00 0.00

Roller Amount: 0.00 Validate Amt

Transaction Code	Description	Week1 Hrs	Week2 Hrs	Accounting
-01-	REGULAR TIME	40.00	32.00	4521001001
-65-	OTHER LEAVE	8.00	8.00	4521001001

40.00 40.00 Total Hours: 80.00 Other Hours: 0.00

- When all changes to the T&A have been made, click the “Verify” button to prepare the T&A data for transmittal to NFC.
- The status of a T&A must be verified before it can be transmitted to NFC.

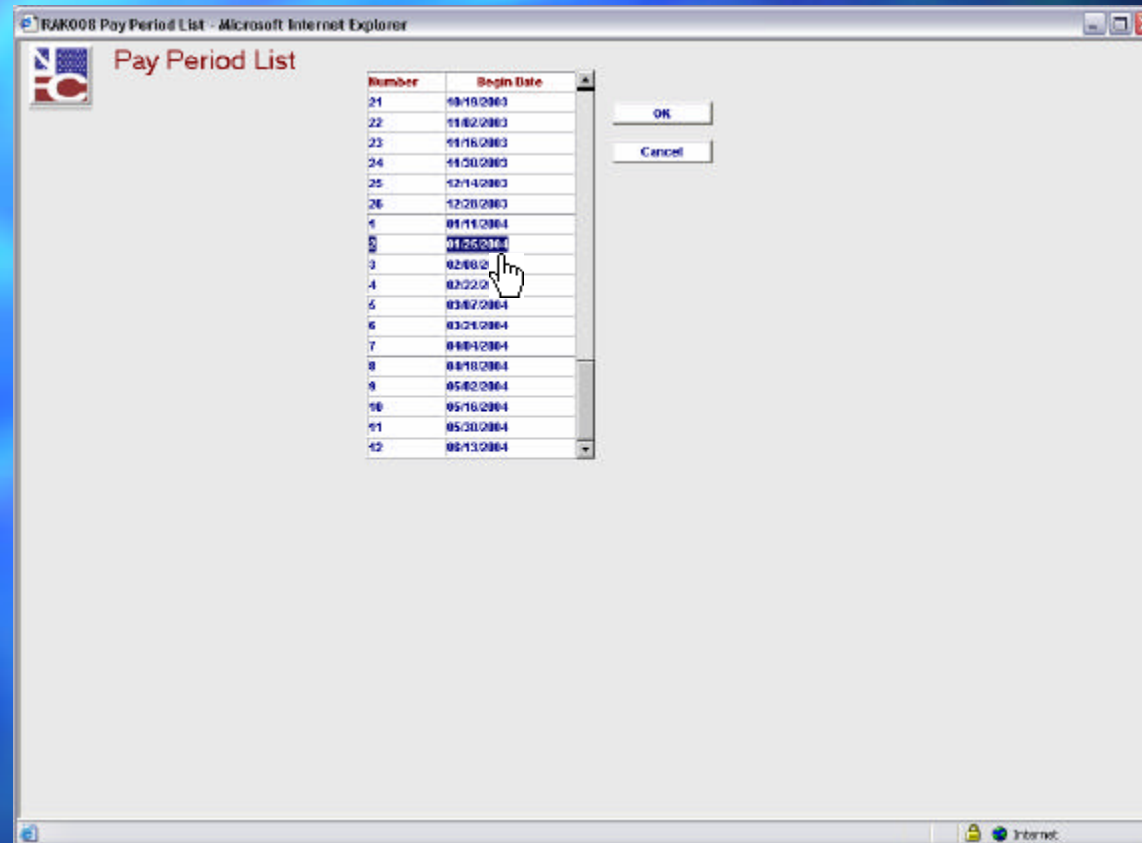
Biweekly T&A

The screenshot shows a web browser window titled "Biweekly T&A" with a menu bar containing "Emp Detail", "T&A Header", "Leave Acct", "Print T&A", "Verify", "Transmit", and "Close". Below the menu bar, there are input fields for "Agency: 34", "State: 15", "Town: 0010", "Unit: 07", and "Timekeepers: 02". The "Employee" section includes fields for "Find SSN", "Next SSN", "Prior SSN", "Status: In Progress", and a date range from "01/25/2004" to "02/07/2004". The "Detail" section has fields for "Prefix", "TC", "Suffix", "Week1 Hrs", "Week2 Hrs", and "Accounting", with buttons for "Add", "Update", "Delete", and "Clear". A table below shows transaction codes and descriptions: -01- REGULAR TIME, -66- OTHER LEAVE, with corresponding hours and accounting codes. An error dialog box titled "452730430 -- Web Page Dialog" is overlaid, displaying the message "Accounting code not found in MASC." with an "OK" button. The browser's address bar shows "https://tafh.nrc.usda.gov/star30_1" and the status bar indicates "Internet".

Transaction Code	Description	Week1 Hrs	Week2 Hrs	Accounting
-01-	REGULAR TIME	40.00	32.00	4521001001
-66-	OTHER LEAVE	0.00	0.00	4521001001

- Accounting codes entered in the T&A validates against MASC (Management Account Structure Codes).
- If the accounting code is invalid or not in the MASC table an error message will appear.

Pay Period List



- You can print verified T&A's individually or as a group.
- Click the "Print T&A" button from the Biweekly T&A , TA List , Contact Point, or Main page.
- Choose the pay period you wish to print on the pay period list.

Print Reports

RA9001 Print Reports - Microsoft Internet Explorer

Print Reports

Agency: State: Town: Unit: Timekeeper:

Pay Period: For SSN:

SSN	Last Name	First Name	Middle Name	Date Last Printed	Status
000-00-0000	CALLAHAN	HORACE	VLADIMIR		Verified
024-24-0000	HUMPHREY	HORACE	VLADIMIR		Verified
000-00-0000	PONTCHARTRAIN	MARYBEL	EUPHON		Verified
000-00-0000	RIPLEY	ZACHARY	ZACHARY		Verified

Status Counts:

Now	In Progress	Error	Verified	Null
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="0"/>

☒ Print Stored Accounting

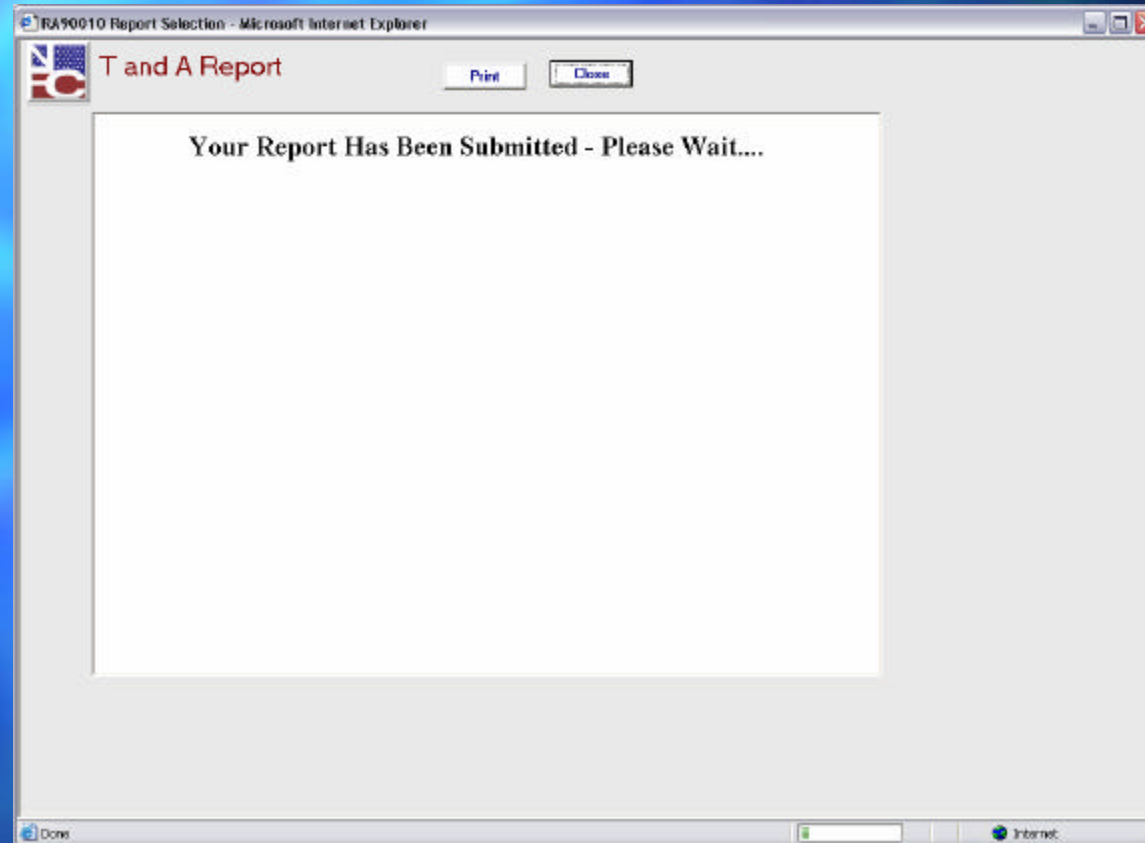
- On the Print Reports page you can choose to “Print All”, “Print Selected” (click on a record to select), and “Print Verified Only.”
- Click the checkbox if you wish to print Stored Accounting.
- Below the table are the status counts for your contact point list.

T&A Reports



- The T&A Report page will show a secure print file of T&A data.
- Say “yes” to the browser security message to receive the T&A’s for printing.


T&A Reports



- A message indicates the print file is processing and will be ready to print soon.
- Wait for all data to load before clicking "Print."

T&A Reports

RA90010 Report Selection - Microsoft Internet Explorer

 T and A Report Print Close

NAME: CALLAHAN , HORACE , VLADIMIR SSN#: 880-45-7631 T & A PAY PERIOD: 2 DATE: 03/31/2004

T & A CONTACT POINT: 34 11 0010 07 02 FT PAY PERIOD DUTY: 80.0

ALT WORK SCHD: NORMAL

TRANS CODE	TRANS DESCRIPTION	TRANS AMOUNT	WEEK 1	WEEK 2	ACCOUNTING DATA	
01	REGULAR TIME		40.00	32.00	231	56456
66	OTHER LEAVE		0.00	8.00	232	45654
WEEKLY HOURS IN PAY STATUS			40	40		
TOTAL HOURS IN PAY STATUS				80		
WEEKLY OTHER HOURS			0	0		
TOTAL OTHER HOURS				0		

ANNUAL LEAVE CATEGORY:	6
SICK LEAVE CATEGORY:	4
CEILING:	240
REMARKS	
PAY PERIOD:	2
BEGIN DATE:	01/25/2004
END DATE:	02/07/2004

LEAVE RECORD				
TYPE	BALANCE FORWARD	ACCRUED	USED	ENDING BALANCE
ANNL	0	6.00	0.00	6
SICK	0	4.00	0.00	4
OTHR	0	0.00	8.00	8

Done Internet

- You will be able to view your list of T&A's before printing them by scrolling down the list.
- Click the "Print" button to print your T&A's.

Transmitting T&A's



- You can transmit verified T&A's individually or as a group.
- Click the "Transmit" button from the Biweekly T&A , TA List , Contact Point, or Main page.

Build JCL

Build JCL

Transmit Close

JCL Param

TestProd: **PROD** Job Name Id: **FP** **TIMEX9** **Build**
Remote Id: **03069** **Save**
Job Card Comments: **Delete**

JCL Deck

```
/*PTIMEX9 JOB (21050615386,TSO-----),20000*  
/* CLASS=A,MSGCLASS=A,TIME=10,MSGLEVEL=(0,0)  
/* USER=USERID,PASSWORD=*****  
/*ROUTE PRINT 00000  
/*OUTPUT ST COPIES=4,DEST=LOCAL  
/*PROC0010 EXEC HFCP35X9  
/*STEP0020.TIMEX902 00 *
```

Contact Point

Agency	State	Town	Unit	TK Code	Identifier
34	11	0010	17	00	150050
34	11	0010	17	00	143242

Copy to

- JCL (job control language), necessary for transmitting T&A's, is input and saved on the Build JCL page.
- Highlight the desired contact point and add the JCL information.
- Click "Build" and "Save."

Build JCL

Build JCL

Search By:

- Agency: ☐
- State: ☐
- Town: ☐
- Unit: ☐
- Timekeeper: ☐

Search

JCL Param

TestProd: PROD Job Name Id: FP TIME29

Remote Id: U8869

Job Card Comments:

Build Save Delete

JCL Deck

```
UPTIME9 JOB (2105015396,TSO-----),XXXX'  
// CLASS=A,MSGCLASS=A,TIME=90,MSGLEVEL=(1,0)  
// USER=USERID,PASSWORD=(*****)  
//ROUTE PRINT U8869  
//OUTPUT 9T COPIES=1,DEST=LOCAL  
//PROG010 EXEC HPG36X9  
//STEP020,TIME2902 DD *
```

Contact Point

Agency	State	Town	Unit	TS Code	Identifier
34	44	0010	07	02	1-2550
34	11	0010	57	00	1-3242

JCL Identifier

- A contact point with a built JCL will have an identifier number listed by it in the contact point table.
- The JCL is built & saved one time unless changes are needed.
- Click the “Transmit” button to continue in the transmit process.

Pay Period List

Pay Period List

Number	Begin Date
21	09/10/2003
22	11/02/2003
23	11/16/2003
24	11/30/2003
25	12/14/2003
26	12/28/2003
1	01/11/2004
2	01/25/2004
3	02/08/2004
4	02/22/2004
5	03/07/2004
6	03/21/2004
7	04/04/2004
8	04/18/2004
9	05/02/2004
10	05/16/2004
11	05/30/2004
12	06/13/2004

OK
Cancel

- The Pay Period List page will open.
- Select the pay period and year for the T&A's you wish to transmit.

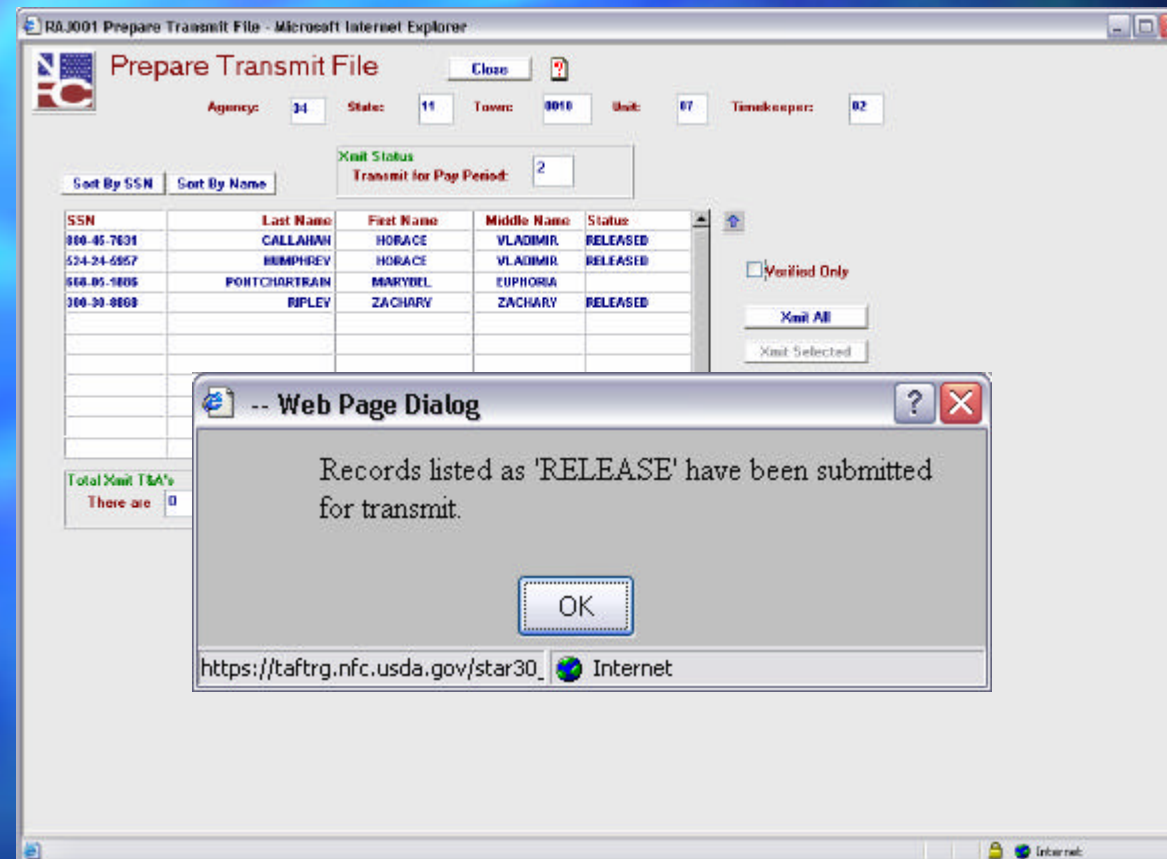
Transmit

The screenshot shows a web application titled 'Prepare Transmit File' running in a Microsoft Internet Explorer browser window. The interface includes a header with a logo and a 'Close' button. Below the header, there are input fields for 'Agency' (34), 'State' (11), 'Town' (0040), 'Unit' (07), and 'Timekeeper' (02). A 'Transmit Status' section shows 'Transmit for Pay Period' set to 2. There are two buttons: 'Sort By SSN' and 'Sort By Name'. A table with five columns (SSN, Last Name, First Name, Middle Name, Status) contains three rows of data. To the right of the table is a checkbox labeled 'Verified Only' and three buttons: 'Xmit All', 'Xmit Selected', and 'Clear'. At the bottom, a 'Total Xmit T&A's' section shows 'There are 0 T&A's to be Xmit'd in 0 (80-char records)'.

SSN	Last Name	First Name	Middle Name	Status
886-45-7631	CALLAHAN	HORACE	VLADIMIR	VERIFIED
524-24-6867	HUMPHREY	HORACE	VLADIMIR	VERIFIED
668-85-1888	PONTCHARTRAIN	MARYBEL	EUPHORIA	VERIFIED
386-38-2868	DIPLEY	ZACHARY	ZACHARY	VERIFIED

- The Prepare Transmit File page will open.
- You can choose to “Xmit All” or “Xmit Selected” (highlight records to transmit).
- Click on the checkbox if you wish to transmit only verified T&A's.

Transmit



- Transmitted records will change status to RELEASED.
- When they are received by NFC the status will change to TRANSMITTED.

STARweb Main Page



- Some buttons on the main page give access to areas used by STARweb Application Administrators and NFC System Administrators. Timekeepers can view these screens but cannot make changes.

Contact Point Maintenance

The screenshot shows a web application titled "Contact Point Maintenance" running in a Microsoft Internet Explorer browser window. The interface includes a "Detail" section with input fields for Agency, State Codes, Town, Unit, Street1, Street2, City, State, Zip, TK Numbers, and Phone. There are buttons for Add, Update, Delete, and Clear. A checkbox for "Comp Time Rollover" is also present. On the left, there is a "Search" section with input fields for Agency, State, Town, Unit, and Timekeeper, along with a Search button. Below the search section is a table with columns: Ag, St, Town, Unit, TimeKeeper Phone, City, St, and Zip. The table contains five rows of data, all with "TRAINING" in the City column.

Ag	St	Town	Unit	TimeKeeper Phone	City	St	Zip
34	00	0000	03	000-000-0000	TRAINING		
34	00	0000	10	000-000-0000	TRAINING		
34	00	0000	30	000-000-0000	TRAINING		
34	00	0000	50	000-000-0000	TRAINING		
34	00	0000	65	000-000-0000	TRAINING		

- The Contact Point Maintenance screen is used by Application Administrators for contact point maintenance in the STARweb system.

Transaction Code List

The screenshot shows a web application titled "Transaction Code List" running in a Microsoft Internet Explorer browser window. The interface includes a search bar at the top with a "Search" button. Below this is a "Detail" section with input fields for "Transaction Code Prefix", "Trans Codes", and "Suffix". There are also dropdown menus for "Type TC" (set to "R"), "Enabled" (set to "Y"), "Accrue Flag" (set to "Y"), and "Top Flag" (set to "Y"). Buttons for "Add", "Update", and "Clear" are present. A "Description" and "Short Description" field are also available. At the bottom of the detail section, there are "Leave Type" and "Max PP" (set to "0.00") fields, along with a "More" button. The main part of the interface is a table listing transaction codes and their details.

Trans Code	Description	Type TC	Accrue Flag	Max PP	Leave Type	Top Flag	Enabled
-01-	REGULAR TIME	R	N	0.00		Y	Y
-01-1	REGULAR TIME (7:00AM TO 3:00PM) WG-SHIFT-1	R	N	0.00		Y	Y
-01-2	REGULAR TIME (3:00PM TO MIDNIGHT) WG-SHIFT-2	R	N	0.00		Y	Y
-01-3	REGULAR TIME (11:00PM TO 3:00AM) WG-SHIFT-3	R	N	0.00		Y	Y
-01-4	REGULAR TIME (WITH 2 OR MORE SHIFTS) WG-SHIFT-4	R	N	0.00		Y	Y
-01-5	REGULAR TIME (1ST SHIFT + SUNDAY) WG-SHIFT-5	R	N	0.00		Y	N

- The Transaction Code List page is used by NFC System Administrators for transaction code maintenance in the STARweb system.

Pay Period List

Pay Period	Pay Period Date
10	05/20/2001
11	06/03/2001
12	06/17/2001
13	07/01/2001
14	07/15/2001
15	07/29/2001
16	08/12/2001
17	08/26/2001
18	09/09/2001
19	09/23/2001
20	10/07/2001
21	10/21/2001

Maintain Pay Period

Number: Add

Begin Date: Delete

Clear

- The Pay Period List page is used by NFC System Administrators for pay period maintenance in the STARweb system.

Leave Type List

RAC001 Leave Type List - Microsoft Internet Explorer

Leave Type List

Search
Types: -OR- Descriptions:

Detail

Type:
Description:
Long Name:
Max Balance:
Init Forwarded:
Data Type:
Earned Used:
Accrual:
Leave Type Sequence:

Type	Description	Long Name	Max Bal	Init Fwd	Accr	Earned	Data Type
ANIL	ANNUAL LEAVE	ANNUAL LEAVE	0.00	0.00	F	Y	R
AWOL	ABSENT WITH OUT LEAVE	ABSENT WITHOUT LEAVE	2000.00	0.00	T	N	R
COMP	COMPENSATORY LEAVE	COMP TIME	-9999.00	0.00	F	Y	R
COMR	COMPENSATORY LEAVE - RELIGIOUS	COMP - RELIGIOUS	-9999.00	0.00	F	Y	R
CRED	CREDIT LEAVE	CREDIT LEAVE	24.00	0.00	F	Y	R
DOHA	DONATED ANNUAL LEAVE	DONATED ANNUAL LEAVE	0.00	0.00	F	N	R

- The Leave Type List page is used by NFC System Administrators for leave type maintenance in the STARweb system.

Benefits of STARweb

- ★ All T&A records processed in STARweb can be accessed from any computer with an internet connection, Internet Explorer (6.0) and an NFC ID with STARweb access.
- ★ Data is saved as you work and cannot be lost with computer or connection failures.
- ★ All data is sent encrypted for high information security.
- ★ Access to T&A data is limited to the T&A Contact Point(s) each Timekeeper is assigned by their Supervisor.
- ★ Timekeepers can have back-ups in the next city or even the next state from their location.
- ★ T&A data for the employee stored at NFC, but not in STARweb can be easily imported into the program.
- ★ STARweb is a secure and versatile tool for processing employee T&A data.



STARweb



System for Time & Attendance Reporting
USDA - APHIS